



Secretary of State

Department of Archives and History

330 Capitol Avenue, S.E.

Atlanta, Georgia 30334

Max Cleland

SECRETARY OF STATE
(404) 656-2881

Edward Weldon

DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2393
FAX (404) 651-9270

NOTICE OF ADMINISTRATIVE CHANGE TO RECORDS RETENTION

SCHEDULE NO. 75-0278-M

Effective Date March 16, 1992

DATE: May 12, 1993

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Receipt and acceptance of minor change report received May 12, 1993; application #930512-02

NEW
SCHEDULE #: 75-278-M

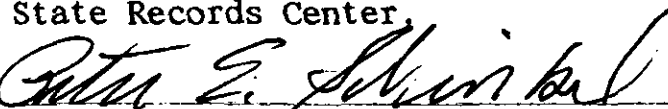
EFFECTIVE
DATE: May 12, 1993

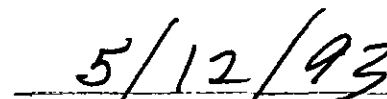
SERIES: "Payroll Time Distribution Report File (DOT Form #472, REV 8/86)," 1991 and Continuing

CHANGE: Disposition Instructions to read as follows:

"Move to inactive file at end of each pay period,
Hold in current files area until end of the fiscal year (FY),
Transfer to local holding area,
Hold six months or until state audit is completed,
Transfer to State Record Center,
Hold two and one-half (2-1/2) years, then
Destroy."

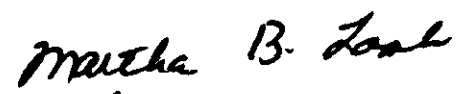
This change has been accepted and filed with the official copy of the approved schedule (copy attached). A copy of the change letter will be filed at the State Records Center.


Peter E. Schinkel
Schedule Section


Date

enclosure

cc: Robert White - Assistant Director
Robert Williams - Manager, State Records Center


6/01/93



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MEMORANDUM

DATE: May 12, 1993

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Administrative change to Schedule #75-0278-M requested May 12, 1993; assigned schedule application #930512-02

Please review the accompanying change letter. Please make any changes or corrections necessary and return. If no changes are necessary, initial, date and return a copy to us.

Call if you have questions.

*Thanks a lot for your help. - I've been out of office for 2 1/2 wks
Let's get it back to you.
Martha B. Lamb 6/1/93*



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MEMORANDUM

DATE: August 10, 1992

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section
Peter E. Schinkel

SUBJECT: Receipt and acceptance of minor change report submitted March 12, 1992; application #920316-02

SCHEDULE #: 75-278-M, effective March 12, 1992

SERIES: "Payroll Time Distribution Report File (DOT Form #472, REV 8/86)," 1991 and Continuing

CHANGE: [Retention] Requirements from "Administrative Need - 3 years" to "Federal Regulation - three (3) years, 23 CFR 17.5(c)(11)"

CHANGE: Cutoff from "Calendar Year" to "Fiscal Year" and restate Disposition Instructions as follows:

"Cutoff file at end of each pay period,
Hold in current files area six (6) months,
Transfer to local holding area,
Hold until end of fiscal year or until state audit is
completed,
Transfer to State Record Center,
Hold the balance of three (3) fiscal years, then
Destroy."

This change has been accepted and filed with the official copy of the approved schedule. A copy also has been filed at the State Records Center.

cc: RGS Schedule Case File
State Records Center Schedule File
Robert E. White, Assistant Director

DEPARTMENT OF TRANSPORTATION
Division of Administration

Appl

<u>No</u>	<u>Description</u>	<u>Disposition</u>
74-371	HIGHWAY PROJECT RAILROAD & UTILITY AGREEMENT FILE - Documents relating to documenting agreements between railroads or utilities, and the State Department of Transportation. Included are 1) Authorization letter for utility adjustments; 2) Utility agreements and estimate of costs; 3) Utility easements; 4) Equipment rate sheet; 5) Plans for what is involved in utility and profile; 6) Letter of authorization; 7) Agreements; and 8) Maintenance agreements with other states. File is arranged numerically by project number and is maintained in the project files for the sake of unity.	Cut off file upon completion of project; hold in current files area 1 year; transfer to State Archives for permanent retention. APPROVED: 11/07/74.
75-180	EQUIPMENT DEPRECIATION VOUCHER FILE - Documents relating to depreciating equipment. Included are monthly and yearly computer printout vouchers, showing equipment depreciation. The yearly printout is an adjustment voucher which is posted to the General Ledger. File is arranged numerically by DOT vehicle number.	Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 2 years; then destroy. APPROVED: 08/17/75.
75-278	PAYROLL TIME DISTRIBUTION REPORT FILE - Documents relating to allocating time for projects, time taken in holidays and leaves, and type of work activity performed by payroll unit. Included are "Individual Semi-monthly Time Report for the period _____," (DOT Form 472); and computer-generated semi-monthly printout. File is arranged numerically by payroll unit number.	<u>DOT Form 472</u> - Cut off file at end of each pay period; hold in current files area 1 month; transfer to local holding area; then cut off file in local holding area at end of each calendar year; transfer to State Records Center; hold 3 years; then destroy. <u>Computer Printout - General Office:</u> COM. Retain in current files area until no longer needed for reference. <u>District Offices:</u> Cut off file at end of each calendar year; transfer to local holding area; hold 3 years; then destroy. APPROVED: 12/22/75.

Copied 4/12/92 JES
RM



WAYNE SHACKELFORD
COMMISSIONER

G. CHARLES LEWIS
STATE HIGHWAY ENGINEER

Department of Transportation
State of Georgia
#2 Capitol Square, S.W.
Atlanta, Georgia 30334-1002

March 12, 1992

CRAIG C. BRACK
DEPUTY COMMISSIONER

ARTHUR A. VAUGHN
TREASURER

Mr. Pete Schinkel
Records Management Division Director
Georgia Archives
330 Capitol Avenue
Atlanta, Georgia 30334

Re: Revision Request--- DOT Schedule 75-278 (Timesheets)

Dear Mr. Schinkel,

Yesterday Ms. Martha Lamb, our Records Management Officer, spoke with you about our desire to amend the Record Retention Schedule above in order to comply with Federal Regulations. Attached are copies of the original standard (from Ms. Lamb), the applicable Federal Regulations (relevant parts highlighted in yellow), and a current Timesheet (DOT Form 472).

Please amend the Record Disposition Standard as follows:

Block 4	Kenneth Lewis
Block 5	Accounting Officer I
Block 6	656-5235
Block 24	Title 23 Code of Federal Regulations, Ch. 1, Part 17.5(c)(ii)
Block 25	Fiscal Year. Agency Recommendation: DOT 472. Cut off file at end of each pay period, hold in current files area 6 months, transfer to Local Holding Area, hold 1 year or until completion of State Audit, transfer to State Records Center, hold balance of 3 Fiscal Years, then destroy.

Please contact me if additional information is needed. Thank you.

Yours very truly,

Kenneth N. Lewis
Payroll Officer

cc: Martha Lamb





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NOTICE OF ADMINISTRATIVE CHANGE TO RECORDS RETENTION

SCHEDULE NO. 75-0278-M
Effective Date March 16, 1992

DATE: May 12, 1993

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Receipt and acceptance of minor change report received May 12, 1993; application #930512-02

NEW
SCHEDULE #: 75-278-M

EFFECTIVE
DATE: May 12, 1993

SERIES: "Payroll Time Distribution Report File (DOT Form #472, REV 8/86)," 1991 and Continuing

CHANGE: Disposition Instructions to read as follows:

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Hold two and one-half (2-1/2) years, then
Destroy."

This change has been accepted and filed with the official copy of the approved schedule (copy attached). A copy of the change letter will be filed at the State Records Center.

Peter E. Schinkel

Peter E. Schinkel
Schedule Section

5/12/93
Date

enclosure

cc: Robert White - Assistant Director
Robert Williams - Manager, State Records Center



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INFORMATION (404) 656-2383

M E M O R A N D U M

DATE: August 10, 1992

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section
Peter E. Schinkel

SUBJECT: Receipt and acceptance of minor change report submitted March 12, 1992; application #920316-02

SCHEDULE #: 75-278-M, effective March 12, 1992

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DEPARTMENT OF TRANSPORTATION
Division of Administration

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Copied 4/8/92 JAS
RM



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MEMORANDUM

DATE: May 12, 1993

TO: Martha Lamb - RMO, Department of Transportation

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Administrative change to Schedule #75-0278-M requested May 12, 1993; assigned schedule application #930512-02

Please review the accompanying change letter. Please make any changes or corrections necessary and return. If no changes are necessary, initial, date and return a copy to us.

Call if you have questions.

CONTROL_NO 930512-02
SCHEDNO 73-0278
AMENDNO M
SERIES_TIT Payroll Time Distribution Report File (DOT Form #472, REV 8/86)
EFFDATE
STATUS
DATE_SENT 930512
IMPACT R
AGCODE 0484
DIVCODE
SECCODE
AGENCY Transportation
DIVISION
SECTION
UNIT
SUB_UNIT
GOVTYPE SA
SCHTYPE C
CLASS
ACCESS
MEDIA P
DATE_FR 1991
DATE_TO
PROFILE
DISPOSITION
MEMO1
COMMENT
TRANDATE 05/12/93
INITIAL CDS



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Office of General Accounting Room 166E, 2 Capitol Square Atlanta, Georgia 30334		DEC 2 1975	75-278 DEC 22 1975
4. Person to Contact Roger Lorrain		5. Working Title Act. III	
		6. Tel. No. 656-5596	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1965 to Present

9. Exact Series Title

Payroll Time Distribution Report File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: The allocation of time for projects, time taken in holidays and leaves, type of work activity performed by payroll unit.

Included are: DOT Form 472, Feb. 1975 (copy attached), "Individual Semi-monthly Time Report for the period _____," and computer-generated semi-monthly printout.

File is arranged numerically by payroll unit number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	5	7.5		48			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				6 12			
microfile cabinet	5	2	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				5	3	1	00

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [X] []
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [X] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

PPM 30-9

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[X] CALENDAR YEAR -[] FISCAL YEAR -[] Other then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut off.
- [X] Other: (Specify) See attached sheet

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 11/26/75

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

Date

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Date

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date

ITEM #

- 14. Yes - Duplicate copies are maintained by submitting office but are disposed of in accordance with Common Standard # 337.
- 18. Yes - Would require recreation of current records but non-current records have been microfilmed.
- 19. Yes - Computer printout have been microfilmed to reduce storage space. Operation pertaining to microfilm has been studied and proposal has been submitted to convert microfilming to COM. Application for Microfilm Project Evaluation Form submitted to Records Management Division.
- 20 Yes - Form DOT 472, Feb. 1975 is submitted, after editing, to DOAS
& for Key Punching. Payroll Time Distribution Report, 4500 pages twice
21 a month is generated in 3 part paper
- 22. PPM 30-9 (copy previously submitted) requires a minimum retention period of 3 years from the end of calendar year in which created.
- 23. Yes - Needed for reference to time allocations for various Highway Projects.

ITEM 25 - AGENCY RECOMMENDATIONS

DOT 472 - Cut off file at the end of each pay period, hold in current files area 1 month; transfer to local holding area, then cut off file in local holding area at the end of each calendar year; transfer to State Records Center; hold 3 years; then destroy.

Computer Printout - Payroll Time Distribution Report:

GENERAL OFFICE: COM. Retain in current files area until no longer required for reference.

DISTRICT OFFICES: Cut off file at end of each calendar year; transfer to local holding area, hold three years; then destroy.